

Message Text

UNCLASSIFIED

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ACTION EUR-12

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FM AMEMBASSY BRUSSELS

TO SECSTATE WASHDC PRIORITY 7360

INFO AMEMBASSY BONN

AMEMBASSY COPENHAGEN

AMEMBASSY PRAGUE

UNCLAS BRUSSELS 12061

E.O. 11652: N/A

TAGS: AMGT, AFSP

SUBJ: REQUEST FOR POLICY GUIDANCE ON THE MANAGEMENT OF THE WORD
PROCESSING FUNCTION

1. THE NEED FOR BASIC POLICY GUIDELINES FOR THE MANAGEMENT OF THE
WORD PROCESSING FUNCTION WAS THE MAJOR THEME TO EMERGE FROM THE
WORD PROCESSING PORTION OF THE JUNE 14-15, 1978, BRUSSELS
WORD/DATA PROCESSING CONFERENCE.

2. PARTICIPATING POSTS WERE WELL SATISFIED WITH THEIR WORD
PROCESSING PROGRESS TO DATE. HOWEVER, THEIR EVOLUTION HAS REACHED
A POINT WHERE, GIVEN THE ABSENCE OF INFORMATION ON KEY POLICY
QUESTIONS, POSTS WERE UNCERTAIN HOW THEY COULD BEST COORDINATE
THEIR EFFORTS TO ACHIEVE MAXIMUM FUTURE EFFECTIVENESS AND
UTILIZATION OF THEIR CONSIDERABLE INVESTMENT IN WORD PROCESSING
EQUIPMENT. WITH A PROJECTION OF SUBSTANTIALLY INCREASED
UTILIZATION OF WORD PROCESSING EQUIPMENT BY FOREIGN SERVICE POSTS,
THE CONFEREES REQUEST POLICY GUIDANCE ON THE FOLLOWING:

A. WHO, IF ANYONE, WILL BE COORDINATING WORD PROCESSING POLICIES
AT THE DEPARTMENT LEVEL FOR FOREIGN SERVICE APPLICATIONS?
CURRENTLY, DEPARTMENT RESPONSIBILITY FOR WORD PROCESSING
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ACTIVITIES APPEARS FRAGMENTED.

B. WHAT COORDINATED APPROACH TO SURVEY, PROCUREMENT AND
INSTALLATION IS REQUIRED FOR EMBASSIES WHICH REQUEST INITIATION OR
EXPANSION OF THEIR WORD PROCESSING ACTIVITIES? SHOULD EACH
EMBASSY DO IT ALONE OR WILL THE DEPARTMENT BE ABLE TO FIELD A
"WORD PROCESSING ASSISTANCE TEAM"?

C. WHAT GUIDANCE WILL BE PROVIDED FOR FOREIGN SERVICE LOCAL PERSONNEL RECRUITMENT, JOB CLASSIFICATION, JOB DESCRIPTION AND TRAINING REQUIREMENTS? RECRUITMENT OF QUALIFIED FSL WORD PROCESSING SPECIALISTS TO OPERATE SOPHISTICATED EQUIPMENT IN A MULTI-AGENCY, MULTI-LANGUAGE ENVIRONMENT DOES NOT CONVENIENTLY FIT INTO CURRENT FSL SECRETARIAL CLASSIFICATION STANDARDS.

D. IN THE AREA OF TELECOMMUNICATIONS, WHAT GUIDANCE WILL BE PROVIDED FOR UTILIZING STATE-OWNED CIRCUITS FOR ON-LINE DATA TRANSMISSIONS, E.G., LONDON TOLL, DTS CIRCUITS, ETC.? CURRENT CIRCUITS ARE EITHER INADEQUATE OR INACCESSIBLE FOR WORD/DATA OR FACSIMILE TRANSMISSIONS. A COORDINATED APPROACH TO A COMMUNICATIONS NETWORK SUITABLE FOR ALL FORMS OF EMBASSY COMMUNICATIONS REQUIREMENTS, TOGETHER WITH SPECIFICATIONS OF WHAT COMMUNICATION DEVICES ARE NEEDED FOR THE EMBASSIES' WORD/DATA PROCESSING AND FACSIMILE COMMUNICATIONS IS NEEDED. CHAMBERS

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